

CONFIDENTIAL

1 July 1968

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : ADP MIS Reports as of June 1968

**REFERENCE : Memo dtd. 7 June 68 to DTR frm C/SSS,
subj. same**

The Office of Training submits a negative ADP MIS report for Fiscal Year 1968. We have no ADPE inventory on hand nor do we anticipate acquiring any in Fiscal Year 1969.


Registrar, Office of Training

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1 - ADP Subject File ✓
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7 June 1968

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : ADP MIS Reports as of 30 June 1968

- REFERENCE : a. C/IPS Memorandum, same subject
dated 5 June 1968
- b. C/SSS Memorandum, subject: ADP
Management Information System
Reports, dated 18 April 1968

1. In the last paragraph of reference b. I requested that completed transcript sheets for semi-annual ADP MIS reports for the period ending 30 June be sent to me by 1 July. Follow-up supplemental information contained in the attached reference a. memorandum is forwarded for information and use by your office ADP manager in preparation of these reports.

2. I note in paragraph 1 a. of reference a., another "On Hand ADPE Inventory" machine print out will be made before 30 June. While I anticipate receiving and processing this print out so as to be available to DD/S ADP office managers in sufficient time to permit simultaneous submission of the four reports due, untimely receipt of the "Inventory" print out should not be cause for delay. Should circumstances require, the "Inventory" print out forwarded as attachment to reference b. combined with your copies of subsequently submitted transcript sheets (Card B) should be used as current data base for working the "Inventory" report.



Chief, Support Services Staff

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Attachment

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5 JUN 1968

MEMORANDUM FOR: Information Processing Coordinators

SUBJECT : ADP MIS Reports as of June 30, 1968

1. Bureau of the Budget Circular No. A-83 requires the submission of specific ADP MIS reports periodically (see ADP MIS Manual, Section 4). The following steps will be taken to prepare our ADP MIS data base for reporting as of June 30, 1968.

- a. On Hand ADPE Inventory. A machine printout of the current data base will be made before June 30 and furnished to the ADP Units for verification and updating (through June 30), then fed back to the computer system by July 15.
- b. Projected EDPE Gains and Projected EDPE Losses. Report all computer equipment which is planned for installation or release, i.e., currently in the FY 69 and FY 70 budgets. Projected Gain/Loss reports can not be handled by updating any previous projection reports. They must be treated as wholly new projection reports, as of June 30, 1968. Transcript sheets are due in O/PPB by July 15. (See ADP MIS Manual, Section 7.2.2.)
- c. EDPE Utilization. Report computer utilization data on Format D as specified in the ADP MIS Manual. Note: The report as-of-date is June 30, 1968, therefore, the current fiscal year (C/FY) is FY 1968 and the budget fiscal year (B/FY) is FY 1969. Transcript sheets are due in O/PPB by July 15.
- d. Summary ADP Manpower and Cost. This report of ADP Unit manpower and cost data for fiscal years 1967, 1968 and 1969 is to be furnished on transcript Formats F-K. It is due in O/PPB by July 15, along with the above reports, rather than July 30, as indicated in the ADP MIS Manual. Thus, we will be able to furnish BOB a total package by July 31. (A-83 allows 15 more days for this report than for the others, but it is preferable to machine process all of these reports at the same time.)

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2. The new fiscal data, provided for in the March 1968 revisions to the ADP MIS Manual, must be entered in Col. 68-70, Format C to identify obligations for additional, replacement and conversion (lease to purchase) items. This applies chiefly to projected gains reporting, but also for on hand inventory items where conversion is budgeted for.



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Chief, Information Processing Staff
Office of Planning, Programming, and Budgeting

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